

Endocrinology of the Rockies, P.C.

4545 E. 9th Ave., Suite 245
Denver, CO 80220
303-329-7876

Name: _____ DOB: _____

Address: **NO CHANGE** or new _____

Primary phone #: _____ **Ok to leave detailed message Y or N**

Primary Care Physician name: _____

New for 2020

EMAIL: In order to facilitate communication between our patients and the office, we do have a Gmail account that is available. Like most email, this is not a secure system, which means that we cannot guarantee the confidentiality of the information shared on this system. This can be used for basic email communication only as listed:

- Blood sugar or blood pressure readings that DO NOT need to be addressed right away (ie: can wait up to a week if needed).
- Prescription requests
- Scheduling issues

This is not meant for addressing any physical complaints or any acute, emergent issues. This email is checked twice daily on business days only when the clinic is open. It may take 48-72 hours or more to return messages during normal operating business hours. Please feel free to call if you don't hear back within 72 hours.

Follow up blood and radiology testing: Please remember that if you do blood work or have radiology tests, you should follow up in the office to review results. If you are not due for an appointment, then please call the office one week after testing for results. ***Do not assume results are normal if you do not hear from our office.***

Missed appointments: If you have 2 missed appointments without 24 hour notice, this is grounds for dismissal from the practice. We are a small business and missed appointments hurt our practice. Thank you for your understanding.

UNPAID BALANCE: If you have an outstanding balance of over \$100 that is not paid, in the last 90 days, then it is our policy that you cannot continue care in our office until payment arrangements are made.

By signing below you agree to the terms.

X _____ Date _____

Business hours are Monday thru Friday 8:30 to 4:00 pm. The clinic is closed on national holidays and other occasional weekdays which will be noted on the main message.

Thank you!